

BYLAWS
VIRGINIA ADVISORY COMMITTEE
FOR THE EDUCATION OF THE GIFTED

ARTICLE I

NAME

The name of this organization shall be the Virginia Advisory Committee for the Education of the Gifted, hereinafter designated as the Committee.

ARTICLE II

PURPOSE

Section 1

The principal purpose of the Committee shall be to assist in providing information on the needs of gifted students to the Board of Education and the Department of Education and to make recommendations regarding the education of these students.

Section 2

Specific functions of the Committee shall include, but not be limited to, the following:

1. Reviewing and making recommendations concerning the identification of gifted students as outlined in the "Virginia Department of Education Regulations Governing Educational Services for Gifted Students;
2. Determining the unmet educational needs of gifted students within the state;
3. Recommending priorities and strategies for meeting the identified needs of gifted students;
4. Formulating and developing long-range plans that will provide educational opportunities for gifted students;
5. Reviewing and making recommendations annually concerning the state plan for gifted students;
6. Reviewing and making recommendations concerning rules and regulations proposed by the State regarding long-range goals of gifted students;
7. Reviewing and making recommendations regarding appeals procedures, as outlined in the "Virginia Department of Education Regulations Governing Educational Services for Gifted Students";
8. Submitting reports of the Committee's findings and recommendations for gifted students to the Board of Education and to the Superintendent of Public Instruction; and
9. Preparing and presenting an annual report to the Board of Education and Department of Education.

ARTICLE III

MEMBERSHIP

Section 1

Members shall be appointed by the Superintendent of Public Instruction subject to review by the Board of Education. The appointment of members shall be for terms of three years. The terms will be staggered. Terms may be renewed for a second three-year term.

Section 2

Section 2A

The membership shall be composed of persons concerned with the education of gifted students. Membership shall include representatives from higher education, parent groups (school appointed, PTA and/or support groups), educational associations, the General Assembly, business and industry, professional organizations, and administrators of local programs for gifted students. There shall be a minimum of four representatives from the parent and local program administrator groups. The Committee shall also include at-large members.

Section 2B

Representatives on the committee should reflect all areas of the state when possible.

Section 2C

The Executive Committee shall recommend appointment of members for the Committee to the Superintendent.

Section 3

Each qualified member, or designated alternate, shall be entitled to one vote and may only vote in person and not by proxy.

Section 4

Members shall attend meetings on a regular basis and two absences may cause the replacement of the committee member.

Section 5

Resignation of a committee member should be presented in writing to the secretary and acted upon by a vote of the Committee.

ARTICLE IV

ADMINISTRATIVE YEAR

The administrative year shall be July 1 to June 30.

ARTICLE V

MEETINGS

Section 1

Regular meetings of the Committee shall be held quarterly.

Section 2

Dates for the regular meetings shall be established at the last meeting of the previous administrative year.

Section 3

Special meetings of the Committee may be called by the Chairperson, a majority of the members of the Executive Committee, or by a petition of the majority of the membership. Each member must be notified at least seven days in advance.

Section 4

A majority of the membership shall constitute a quorum for the transaction of business in any meeting of the Committee.

ARTICLE VI

ELECTED OFFICERS

Section 1

The elected officers of the organization shall be a chairperson, vice-chairperson, and secretary, and each shall serve a two-year term. Officers' terms of service shall begin at the conclusion of the fourth regular meeting in an election year.

Section 2

All members of the Advisory Committee are eligible for office. A person who serves as a representative of an association and is elected Chairperson of the Committee shall relinquish his/her position as the organization's representative. The organization shall appoint a new representative to the Committee.

Section 3

Officers shall be elected biannually at the third regular meeting in an election year, by a majority of the votes cast; however, if there is but one nominee for any office, election for that office may be by voice vote.

Section 4

Nominating Committee:

1. There shall be a nominating committee consisting of three members elected by the membership at the second regular meeting in an election year.
2. The nominating committee shall nominate an eligible person for each office and report its nominees to the membership, in writing, at least two weeks prior to the third regular meeting in an election year. At this meeting, additional nominations may be made from the floor.
3. Only persons who have signified their consent to serve, if elected, shall be nominated for, or elected to, such office.

Section 5

A vacancy, occurring in any office, except that of Chairperson, shall be filled by election of a member to serve until the end of the current administrative year. If a vacancy occurs in the office of Chairperson, the Vice-Chairperson shall serve the remainder of the term as Chairperson.

ARTICLE VII

DUTIES OF ELECTED OFFICERS

Section 1

The duties of the chairperson shall be:

1. to serve as chief executive of the Committee with the powers and duties belonging to such a position;
1. to call and preside over the meetings of the Committee and to establish the agenda those meetings;
3. to call and preside over the meetings of the Executive Committee;
2. to serve as ex-officio member of all other subcommittees with no participation on those subcommittees which make nomination or conduct elections;
5. to recommend to the Committee the type of Ad Hoc committees and other appointive bodies needed; and
6. to prepare and provide the annual report to the Board of Education.

Section 2

The duties of vice-chairperson shall be:

1. to serve in the place of, and with the authority of, the chairperson in case of his/her absences or disability; and
2. to serve as parliamentarian at all meetings unless otherwise delegated.

Section 3

The duties of the secretary shall be:

1. to ensure that accurate records of the proceedings of the Committee are maintained;
2. to ensure that the membership receives in a regular and timely manner all necessary minutes of meetings, documents, and other information necessary for the efficient function of the Committee;
3. to keep accurate rolls of the membership of the Committee and Subcommittees;
4. to assume custody of all records, except those specifically assigned to others;
5. to have available copies of the bylaws and minutes of all meetings of the Committee and the Subcommittees; and
6. to transfer all records to the new secretary at the end of the administrative term of office.

ARTICLE VIII

EXECUTIVE COMMITTEE

Section 1

The Executive Committee shall consist of the elected officers of the organizations, the immediate past chairperson, and three members at-large appointed by the chairperson. Positions on the Executive Committee shall be for a two-year period and these members shall not be eligible to serve consecutive terms in that office.

Section 2

The duties of the Executive Committee shall be:

1. to transact necessary business in the intervals between the meetings of the Committee and other business deemed necessary by the Committee;
2. to determine the subcommittees which may be required to transact the necessary business; and
3. to assist the Chairperson in compiling the annual report to the Board of Education.

Section 3

Meetings of the Executive Committee shall be called by the Chairperson or by a majority of the members of the Committee. A majority of the Executive Committee members shall constitute a quorum.

ARTICLE IX

DUTIES OF APPOINTED OFFICERS

The Committee shall appoint a Chairperson for each Subcommittee determined by the needs of the Committee as a whole. The Subcommittee Chairperson(s) shall serve a two-year term consistent with the term of the Chairperson of the Committee. The Subcommittee Chairperson(s) shall:

1. summarize the actions of the Subcommittee for the Committee at the appropriate time during each meeting;
2. provide the secretary with a summary of the Subcommittee's actions for the minutes of the meeting; and
3. assist the Chairperson in the drafting of the annual report for the Board of Education.

ARTICLE X

REMOVAL OF OFFICERS

For inadequate performance of duties, any officer of the Committee or any chairperson of any subcommittee, upon petition of one-third of the membership, shall be subject to removal. Said member shall have the opportunity to resign or to give reason to the Committee why he/she should not be removed from office. Upon affirmative vote of two-thirds of the membership of the Committee, said member shall be removed from office.

ARTICLE XI

PARLIAMENTARY AUTHORITY

The source of parliamentary authority shall be the most recent edition of *Roberts Rules of Orders*, newly revised.

ARTICLE XII

AMENDMENTS

Any proposed amendments to these bylaws shall be disseminated in writing, to each member of the Committee, 14 days prior to the presentation and shall become a part of the bylaws with a two-thirds vote of the membership.

Revisions approved on April 14, 2000.